

THE STATE HIRING PROCESS

Step 1. Finding job openings

The Department of Personnel publishes weekly job announcements which describe each new recruitment including the application filing period (opening and closing dates), job requirements, location, salary range, and other pertinent information. These job announcements as well as application forms are available at the Department of Personnel offices in Carson City and Las Vegas, and at local Employment Security Division offices, libraries, universities and community colleges throughout the state.

The easiest way to learn about current state job openings is to call one of the job hotline numbers listed on the back of this brochure. A recorded message listing that week's new recruitments is accessible 24 hours a day, 7 days a week and is updated each Friday afternoon. You may leave your name and address and the announcement you requested will be mailed to you the next working day. Current job vacancies and downloadable copies of the State application are also posted on our web site at www.state.nv.us/personnel/.

With the exception of Continuous Recruitment occupations, employment applications are accepted only when a recruitment is open for a specific job classification. Job announcements and application forms include specific instructions for completing and filing an application.

Step 2. Applying

You must complete an official State of Nevada employment application (NPD-1) to apply for each state job in which you are interested. Applications are available at the Department of Personnel and Employment Security Division offices.

Please read the instructions on the job announcement as well as Page 4 of the application and provide all of the requested information. It is important to include dates of employment, hours worked per week at each position, salary information, and a detailed

description of specific job duties, and percentage of time spent on duties. Omission of requested information may be the basis for rejection of your application.

The application should be typed or printed neatly in ink. Legible photocopies are acceptable but an original signature (not photocopied) is required on all applications. Resumes may be submitted as an attachment but **will not** be accepted in lieu of the state application. College transcripts (original or photocopy) may be required when claiming college credit--see job announcement. Veterans claiming Veteran's Preference must submit documentation, e.g., a DD-214 form.

Be sure to keep a copy of your application for presentation to the hiring agency when called for an interview. The Department of Personnel does not supply copies.

Each job announcement will tell you where and when to send your completed application. Applications must be received by the appropriate agency by the close of business of the final filing date specified on the announcement, or if mailed, must be postmarked by midnight of the final filing date. Additional information may not be accepted after the close of the filing period. If you have any questions about the application, please call the contact person specified on the job announcement.

Step 3. Application Review and Examinations

All submitted applications will be reviewed for completeness and accuracy. Incorrect, incomplete, or unsigned applications will be rejected.

Applications will be evaluated to determine if the established minimum qualifications have been met for a class or position, and if the applicant is willing to accept conditions of employment which are specified on the job announcement. Minimum qualifications may include education, training, experience, license or certification, minimum age requirements, etc., and may also include additional requirements placed on a specific position. Applicants who meet the minimum qualifications and any additional requirements for the position will be referred to the examination process.

If a written, oral or performance examination is required, qualified applicants will be notified by mail as to the date, time and place. When the examination is a rating of training and experience, it is important that applicants read and follow the additional instructions provided under "The Examination" on the job announcement. Examination scores are communicated by mail. Transportation expenses incurred for examinations are the applicant's responsibility.

For most jobs, successful applicants will have their names placed on eligible lists. The term of eligibility is typically one year. Applicants eligible for interview will be contacted directly by hiring agencies.

Applicants who do not meet the minimum qualifications will receive written notice but are encouraged to continue applying for other state openings.

Applications for Continuous Recruitment occupations will be reviewed for minimum qualifications and applicants will be notified by the hiring agency of their application status.

Step 4. Hiring Interview

For all positions, the hiring agency will contact applicants for interview. Appointments to positions in the State Classified Service are typically made on the basis of competitive examinations and "ranked" eligible lists. Examination scores are used in determining a person's placement on a ranked list.

When there is a vacancy, the hiring agency can appoint any of the candidates in the five highest ranks on the eligible list who are available. The names of those persons not hired are returned to the eligible list to be considered when the next vacancy occurs.

Eligible lists may also be "unranked" or "waived" for some entry-level jobs, jobs which require licensure or certification, or when a recruitment fails to produce more than five qualified applicants. In these instances, appointments are made from among those most qualified.

Before the interview, applicants are encouraged to acquaint themselves with the mission and functions of the hiring agency and how the job they are interviewing for contributes to that mission.

We are pleased to make reasonable accommodations for the application, testing and employment of qualified individuals with disabilities.

Continuous Recruitment Occupations

The State of Nevada recruits on a continuous basis for a number of job classifications such as clerical, nurses, and seasonal workers.

Generally, Continuous Recruitment jobs are entry level, requiring only basic education and experience; however some jobs are in high demand or are difficult to recruit and have higher requirements. Interested persons should apply directly with the agencies that hire for these classifications. To determine the availability and location of positions, minimum qualifications, and application procedure, request a copy of the *Continuous Job Announcements* from a State Personnel Department office.

ESD Continuous Recruitments

Certain jobs are recruited on an ongoing basis and processed through Nevada Employment Security Division (ESD) offices. Vacancies occur on a limited basis and may be filled by referral of applicants from ESD.

Persons interested in these jobs should visit an Employment Service Specialist at one of several statewide offices to determine the availability and location of positions, minimum qualifications, and other pertinent information. Generally, the minimum qualifications range from basic education and work experience to general clerical, unskilled, and semi-skilled labor experience. Applicants are encouraged to use the services of ESD offices. (See back page for listing of offices.)

DEPARTMENT OF PERSONNEL

24-HOUR JOB HOTLINE SERVICE

CARSON CITY
(775) 684-0160

LAS VEGAS
(702) 486-2920

Toll Free within Nevada
(800) 992-0900

Ask for extension 4160
Monday-Friday, 8:00 a.m. - 5:00 p.m.

For TDD: (Telecommunications Device for the Deaf)
(800) 326-6868

CARSON CITY
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150

LAS VEGAS
555 East Washington Avenue
Las Vegas, Nevada 89101-1046
(702) 486-2900

Visit our Website at:
www.state.nv.us/personnel/

EMPLOYMENT SECURITY DIVISION OFFICES

CARSON CITY	(775) 684-0400
ELKO	(775) 738-7146
ELY	(775) 289-1616
FALLON	(775) 423-5115
HENDERSON	(702) 486-0300
LAS VEGAS	(702) 486-0100
NORTH LAS VEGAS	(702) 486-0200
RENO	(775) 834-1970
SPARKS	(775) 688-1145
WINNEMUCCA	(775) 623-6520

HOW TO APPLY FOR A JOB

With The

State of Nevada



An Equal Opportunity Employer